

Small Unit Safety Program

- DA Pam 385-1, *Small Unit Safety Officer/NCO Guide*, NOV 08
- DA Pam 385-10, *Army Safety Program*, MAY 08
- DA Pam 385-40, *Small Unit Safety Program*, NOV 94
- AR 385-10, *The Army Safety Program*, AUG 07
- FM 5-10, *Composite Risk Management*, AUG 07

Terminal Learning Objective

- **Action:** Identify requirements associated with a unit Safety program
- **Condition:** Using references
- **Standard:** Requirements identified must address responsibilities and methods for improving a unit's safety program

Lesson Data

- Class Safety Requirements
- Lesson Risk Assessment
- Environmental Considerations
- Evaluation will be based on your participation during class discussions and answers to the Checks-on-Learning

Overview

- Responsibilities for ensuring an effective safety program
- Methods for improving a unit's safety program

Enabling Learning Objective A

- **Action:** Identify responsibilities of key personnel in achieving an effective unit safety program
- **Condition:** Using references
- **Standard:** A minimum of three responsibilities for each key person named must be identified

Why Have A Unit Safety Program?



Why Have A Unit Safety Program?

Your answers may have included:

- To prevent accidents that impede readiness through --
 - Loss of Productivity
 - Loss of Equipment
 - Loss of Lives
 - Damage to morale
 - Uninsured costs
 - Public Relations
 - Damage to reputation



Unit Safety Program

Three Overarching Purposes

- Ensure safe and healthful work places
- Protect and preserve personnel and property
- Provide for public safety

Commander's Responsibilities

- Establish the foundation of the unit safety program
- Is ultimately responsible for the safety program within his/her unit
- Directly support the safety program by:
 - Providing verbal and written guidance
 - Taking necessary action
 - Setting the example
 - Providing adequate resources

Commander's Responsibilities

Continue

- Preserve human and material resources *d*
- Monitor Soldier safety and the quality of the unit safety program
- Develop and implement safety policy, including composite risk management (CRM)
- Execute an integrated and comprehensive accident prevention program for on-duty and off-duty

Additional Duty Safety Officer (ADSO) Responsibilities

- Perform assigned duties in compliance with required references, such as AR 385-10, DA Pam 385-10, and DA Pam 385-1
- Advise the commander on all safety matters to include status and adequacy of his/her unit safety program
- Assist the commander in promoting POV safety to include motorcycle safety

ADSO Responsibilities

Continued

- Assist in preventing accidents in all areas of operations (Peacetime and Combat)
- Promote and assist with . . .
 - Integration of composite risk management (CRM) as specified in FM 5-19
 - Individual Soldier involvement in preventing accidents on and off duty

Supervisor Responsibilities

- Ensure activities within their areas are conducted in a safe manner
- Maintain a safe and healthful workplace
- Inspect the work area for hazards
- Promptly evaluate and take action to correct hazards
- Use CRM during planning, preparation, and execution of all operations

Supervisor Responsibilities

Continue

- Ensure Soldiers and Army civilians^d are trained and competent to perform their work safely
- Counsel and take action necessary with Soldiers or Army civilians who fail to follow safety standards

Individual Responsibilities

- Each individual must:
 - Take responsibility for their own safety - both on and off duty
 - Advise others about anyone who may be committing, or about to commit, an unsafe act

Individual Responsibilities

Continued

- Each individual must:
 - Stop unsafe acts detrimental to Army operations
 - Employ CRM in managing risk
 - Comply with AR 385-10

Individual Responsibilities

Continued

- Each individual must:
 - Use all personal protective equipment (PPE) and protective clothing provided
 - Report Army accidents, near misses, and hazards in their workplace

Unit Safety Council Responsibilities

- Provide risk management forums
- Convene quarterly as a minimum
- Review hazard-tracking log and recent accidents
- Prepare minutes and attendance roster
- Ensure members represent a cross section of unit

Check on Learning

- Who has the ultimate responsibility for safety on and off duty?
 - Each individual

Check on Learning

- Who must ensure activities within their areas are conducted in a safe manner?
 - Supervisors

Check on Learning

- What is the purpose of the Unit Safety Program?
 - Ensure safe and healthful work places
 - Protect and preserve personnel and property
 - Provide for public safety

Enabling Learning Objective B

- **Action:** Describe methods for improving a unit's safety program
- **Condition:** Using references
- **Standard:** Descriptions must address safety meetings, periodic inspections and surveys, record keeping, pre-accident and emergency planning

*What are some of
your
recommendations to
help an ADSO initiate
and/or improve the
unit's safety
program?*



Conduct Safety Meetings

- At least monthly – for continued safety emphasis
- Include
 - Safety awareness
 - Training
 - Procedures review
- Allow for open dialog

Recommendations for Successful Safety Meetings

- Meetings should be:
 - Prepared for in advance
 - Brief and focused of key topics and issues
 - Timely
- Attendees need to be involved and engaged in open dialog regarding key topics/issues

Conduct Safety Inspections and Surveys

- Integrate frequent visual safety inspections and surveys into the daily routine
- Use to improve operations and procedures
- Ensure formal, documented inspections are done periodically
 - Total evaluation of the workplace
 - To detect safety and health hazards

Conduct Safety Inspections and Surveys

Continued

- Note hazards and eliminate or mitigate
 - Correct on the spot whenever possible
 - Submit work orders if not able to correct

Conduct Safety Inspections and Surveys

Continued

- A critical function of the ADSO/NCO
 - Coordinate with Installation Safety
- Commanders must have a role in the process
 - Use inspections and surveys to improve operations and procedures and eliminate hazards in the workplace

Benefits of Surveys

- Used to:
 - Detect hazards that can be eliminated or controlled
 - Emphasize need for SOPs and controls
 - Promote safety and positive attitude
 - Encourage individual inspections
 - Communicate workplace hazards

Plan to Conduct Surveys

- Inspect all areas at least annually
 - High-hazard areas more frequently
- Be concerned with:
 - Equipment
 - Work area conditions
 - Unsafe personnel and job practices

Plan to Conduct Surveys

Continued

- Prioritize - Look first at areas/operations that have the highest potential for loss
- Schedule
 - What to inspect and when
 - Hazardous and high-accident occurrence areas more often
- Use checklists - Include references

Conducting a Survey

- Look closely at the unit personnel, facilities, and areas
- Communicate – ask about workplace safety
- Keep Accurate Records
- Correct Problems – make recommendations

Conducting a Follow-Up

- Critical aspect of inspections and surveys
- Used to ensure corrective actions are taken
- Report to the commander on a regular basis until the actions are completed
- If serious hazards cannot be corrected within 30 days, report the deficiency to the installation safety office

Hazard Reporting System

- Personnel must report injury and occupational health hazards
- Supervisors are responsible to take action
- Encourage hazard reporting
 - DA Form 4755
 - DA Form 4753

Violation Inventory Log

DA Form 4754

- Log of hazards identified by surveys, inspections, and personnel hazard reports
- Safety hazard tracking tool
 - Record of hazard
 - Corrective action taken
 - Current status
 - Priorities
 - Degree of danger – risk assessment code (RAC)

VIOLATION INVENTORY LOG

For use of this form, see AR 385-10; the proponent agency is ODCSOPS

LOG OF SCHEDULE OF CORRECTIVE ACTION-COMPLIANCE WITH SAFETY AND HEALTH STANDARDS

NAME OF INSTALLATION

ITEM	LOCATION OF INCONSISTENCY <small>1/</small> <small>a</small>	OSHA REFERENCE		INCONSISTENCY <small>d</small>	CORRECTIVE ACTION <small>e</small>	TARGET DATE FOR CORRECTIVE ACTION <small>f</small>	DEGREE OF DANGER <small>3/</small> <small>g</small>	ESTIMATED COST <small>h</small>
		TITLE/PART <small>b</small>	SUB-PART <small>2/</small> <small>c</small>					
1.	Motor pool Bldg 4905	N/A	N/A	Tire cage bolted to floor	Remove bolts	06 June 03	RAC 3	N/A
2.	Motor pool Bldg 4905	CFR 1910.94	(d)(9)(v)	No PPE present at solvent tank	Provide Appropriate PPE	06 June 03	RAC 1	\$30.00 (GSA)
3.	3 rd PLT office Room 104 Bldg 4905	CFR 1910.253	(b)(2)(ii)	Propane cylinders stored in unauthoriz ed area	Utilize authorize d storage areas only	06 June 03	RAC 4	N/A

NOTES:
 1/ Such as "Carpenter Shop and/or Building Number."
 2/ Include paragraph number in another code if further referenced.

3/ Use Roman numerals (Category I - Imminent danger, Category II - Serious hazard
 Category III - Moderate hazard, Category IV - De minimus hazard)

Check on Learning

- How often should a safety meeting be conducted?
 - At least monthly
- Why do we use inspections and surveys?
 - To improve operations and procedures and eliminate hazards in the workplace

Prepare Plans for Emergencies and Accidents

- Emergency Plan
 - Establishes the procedures and processes that an organization will follow when responding to an emergency
- Pre-Accident Plan
 - A tool to ensure that critical aspects of rescue and investigation are performed in a timely and efficient manner

Emergency Plan & Pre-Accident Plan

- Both plans should include:
 - Actions required to limit the loss of life and limb, and methods to reduce property and environmental damage
 - Emergency service and chain of command notification procedures

Emergency Plan & Pre-Accident Plan

- Both plans should also include:
 - Telephonic forms
 - DA Form 7305-R Aviation (Class A-C)
 - DA Form 7306-R Ground (Class A-B)

Emergency Plan & Pre-Accident Plan

Continued

- Both plans should also include:
 - Supervisor actions and detailed responsibilities related to the pre-accident plan
 - Accident site security plan
 - Procedures and policies regarding the collection of blood and urine samples by medical personnel

Emergency Plan & Pre-Accident Plan

Continued

- Both plans should include:
 - Procedures for securing personnel and equipment maintenance records
 - Detailed instructions for accident site guards and a crash pass system
 - Life support requirements for security force personnel

Emergency Plan

- The goal is to protect life, health, property, and to restore normal operations as soon as possible
- A full operational exercise involving all elements of the plan should be conducted every three years, or shortly after a major revision of the plan
- Command post exercises (CPXs) should be conducted on an annual basis

Emergency Plan

Continued

- Ensure safety of personnel during emergency situations (Risk Mitigation Tool)
- Communicate information during emergencies

Emergency Plan

Continued

- Addresses foreseeable emergencies:
 - Medical
 - Accident
 - Fire
 - Severe weather
 - Hazardous Material Spills

Emergency Plan

Continued

- Natural disaster (tornado, hurricane, earthquake)
- Release of hazardous material (chemical, POL, radiological)
- Accidents (aircraft crash, ground vehicle crash)
- Mass power outages
- Fire

Pre-Accident Plan

- A consolidated plan that contains essential information for all personnel required to respond to an accident or support a mishap investigation.
- Includes immediate actions, notification matrices, individual duties, support requirements, etc.
- Plans should address both garrison and field or deployment location pre-accident plan requirements

Pre-Accident Plan

Continued

- Responsibilities of all offices and individuals
- Procedures to ensure coordination among all personnel with responsibilities
- Procedures to activate the pre-accident plan
- Life-saving and evacuation procedures
- Procedures for securing the accident site

Pre-Accident Plan

Continued

- Procedures for notifying the chain of command
- Guidelines for identifying witnesses and people involved in the accident
- Policy and procedures regarding the timely taking of toxicology fluid samples
- Requirements for periodic testing

Recognize Safe Practices

- Organization-level safety awards
 - AR 385-10, Para. 8-5
- Unit Safety Certification
 - AR 385-10, Para. 8-6

Organization-Level Safety Awards

AR 385-10, Para. 8-5

- Army Accident Prevention Award of Accomplishment
- U.S. Army Aircrew member Safety Award
- Other individual and organizational awards
- Unit Impact Awards

Unit Safety Certification

- Used to identify units, platoon size or larger, that have achieved levels of safety that deserve recognition
- Criteria verified by the commander at the next level
- Issued by the local safety office

**What are
your
questions?**



Check on Learning

- What is the goal of the Unit Impact award?
 - To promote safety awareness through on the spot recognition of safety related actions.

Check on Learning

- What will a good emergency plan address?
 - Each threat or hazard that has been determined to be a valid risk

Summary

- Unit Safety Programs
 - Purpose and responsibilities
 - Methods for improving the unit's safety program, such as:
 - Conducting safety meetings, inspections and surveys
 - Maintaining accurate records
 - Achieving Awards

Remember



1. A proactive approach to safety helps ensure the effectiveness of a unit
2. A good safety program is your responsibility as well as the commander's
3. Integrate safety into all aspects of your life: on-and off-duty